

## TOWN OF HERNDON, VIRGINIA

*Enriching the quality of life and promoting a sense of community*

### STATEMENT OF BENEFITS PART-TIME EMPLOYEES

Effective July 1, 2007

#### Leave

Annual – After six months of continuous employment, full time employees accrue thirteen days paid annual leave per calendar year up to 5 years, 19 ½ days up to 10 years, and 10 years or more accrue 26 days per year (department heads accrue an additional 8 days of annual leave). Annual leave is payable upon termination. **Annual leave for part time employees is pro rated based on number of hours regularly scheduled to work per week.**

Sick – All full time Town employees accrue sick leave at the rate of 4 hours/pay period (13 days per year). Sick leave is payable upon termination at 25% of the balance of unused sick leave to a maximum of \$2,500. **Sick leave for part time employees is pro rated based on number of hours regularly scheduled to work per week.**

Miscellaneous – Bereavement, military and civil leave granted to employees as stated in Town Code.

#### Health Insurance

The Town offers Optimum Choice HMO, Optimum Choice POS, or Mamsi Life & Health PPO to all regular full time employees. Biweekly costs are as follows:

	<u>HMO</u> <u>Optimum</u> <u>Choice</u>	<u>POS</u> <u>Optimum</u> <u>Choice</u>	<u>PPO</u> <u>Mamsi</u> <u>Life &amp; Health</u>
<b><u>35 hrs/wk</u></b>			
Individual	\$31.96	\$35.78	\$38.84
Dual	\$125.74	\$140.84	\$152.95
Family	\$174.43	\$195.40	\$212.23
<b><u>30 hrs/wk</u></b>			
Individual	\$54.53	\$61.04	\$66.26
Dual	\$158.08	\$177.05	\$192.28
Family	\$219.29	\$245.65	\$266.80
<b><u>25 hrs/wk</u></b>			
Individual	\$77.09	\$86.30	\$93.68
Dual	\$194.00	\$217.29	\$235.97
Family	\$269.12	\$301.48	\$327.44
<b><u>20 hrs/wk</u></b>			
Individual	\$97.77	\$109.45	\$118.82
Dual	\$226.34	\$253.51	\$275.30
Family	\$313.98	\$351.73	\$382.01

#### Dental Insurance

All Town regular employees are offered optional dental plan at their expense with Dominion Dental. The bi-weekly cost is:

	<u>DHMO</u>	<u>PPO/Indemnity</u>
Employee	\$8.30	\$23.78

Family of Two	\$13.87	\$48.33
Family of Three or More	\$19.05	\$74.21

### **Short and Long Term Disability Insurance**

Short and long term disability insurance are funded by the Town. The benefit is 66 2/3% of weekly salary with a maximum of \$600 per week for up to 26 weeks and then 60% of monthly salary with a maximum of \$5,000 per month to age 65 if still disabled. Disability insurance applies to non-work related illnesses or injuries and goes into effect on the greater of the 30<sup>th</sup> consecutive day of disability or accumulated sick leave.

### **Long Term Care Insurance**

Employees may purchase long term care insurance for themselves as well as their spouse, parents, and parents-in-law through Aetna Long Term Care Insurance. Choose a daily benefit amount from \$50 to \$300 and a 2 or 5 years maximum benefit.

### **Flexible Benefits Plan (Section 125)**

Section 125 of the Internal Revenue Code allows employees to reduce taxes, increase spendable income and have a broader selection of benefits. The Town offers a flexible benefits plan to regular employees through Ceredian Benefits Services, Inc. (Dental and health insurance premiums are automatically pre-taxed unless you request exemption in writing.)

### **Deferred Compensation**

A plan is offered through the Town with The Retirement Plan Company handling administrative reports. A flexible investment program, deferral of 25% of your total salary of up to \$15,000 for calendar year 2006 may be invested.

### **Credit Unions**

Employees have the option to join either the Apple Federal Credit Union or the Fairfax County Federal Credit Union as an employee of the Town.

### **Direct Deposit**

Direct Deposit of paychecks is available to all employees.

### **Employee Assistance Program**

The Town offers an employee assistance program, through Deer Oaks EAP Services, to all employees and their family members.

### **Savings Bonds**

All employees have the option to purchase United States Series EE Savings Bonds through payroll deductions.

### **Legal Services**

The Town offers pre-paid legal services through United Legal Benefits legal access plan. There is a bi-weekly subscriber fee of \$6.75, paid through payroll deductions.

### **Holidays**

The Town enjoys ten and one-half (10 ½) holidays per year. The following holidays are observed by the Town: New Year's Day, Lee-Jackson-King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve (half-day), Christmas Day.

### **Pay Days**

The Town pays bi-weekly every other Friday – 26 pay periods per year.

**Performance Evaluations**

Each employee is eligible for a pay-for-performance increase on an annual basis depending on performance evaluation.

**Recreation Benefits**

Recreation benefits include free golf, racquetball, swimming, discounted classes and much more as outlined by Resolution No.

91-G-96.

**Discount Programs**

Various employee discount programs and benefits are available including United Buying Service, discounts at Kings Dominion and Busch Gardens, Price Club membership and others.